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MEMORANDUM FOR: Senior Training Officer, DDO

FROM:

Executive Officer

Office of Training and Education

SUBJECT:

Furniture for Room 1A-07

Bob:

Some time ago you inquired about the possibility of replacing the chairs in Room 1A-07. We have examined the furniture and honestly feel that it would not be cost conscious to replace the chairs at this time. We feel that with normal wear they should last for another 1-2 years. Funds will be earmarked for new furniture in that time frame.

Please call me on extension if you have any questions.

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